

STUDENT AID AWARENESS WORK TEAM

AGENDA

February 13, 2001

1:30-3:30

DESIRED OUTCOMES-

- Agreement on additions/changes to charter
- Agreement on process map, including—stakeholders to be included, when, and time frames
- Agreement on deliverables, action plans, and roles for Quick Hits
- Brainstorm list of research questions for Joe that will inform the long-term and short-term objectives for SAA
- Agreement on next steps

<u>WHAT</u>	<u>HOW</u>	<u>WHO</u>	<u>WHEN</u>
START-UP-	<ul style="list-style-type: none">• Review “Next Steps” and +/- from last meeting• Desired Outcomes• Agenda• Reminder of Operating Agreements—<ul style="list-style-type: none">• Recommend changing one of operating agreements	Mary K	1:30-1:45
CHARTER	<ul style="list-style-type: none">• Review additions/changes—<ul style="list-style-type: none">• Operating agreements• Vision	Nancy	1:45-2:00
PROCESS MAP	<ul style="list-style-type: none">• Review stakeholders• Additions/changes to process map, including, what stakeholders to involve and where	Nancy	2:00-2:20
QUICK HITS	<ul style="list-style-type: none">• For each agreed upon Quick Hit—<ul style="list-style-type: none">• Deliverable• Action plan• Who is responsible• By when will it be complete	Nancy	2:20-2:35
RESEARCH QUESTIONS	<ul style="list-style-type: none">• Brainstorm research questions for Joe to inform long-term and short-term objectives for this SAA Work Team task	Nancy	2:35-3:30
CLOSE-	<ul style="list-style-type: none">• Next Steps/Actions• +/-	Nancy	3:15-3:30

THINGS TO DO-

- Bring—
 - Charter v7
 - Next steps/meeting minutes from last meeting (February 6)
 - Process map v5
 - Beginning brainstorm list of stakeholders
 - SAAIPT1 stakeholder brainstorm list
 - Definition of Consensus